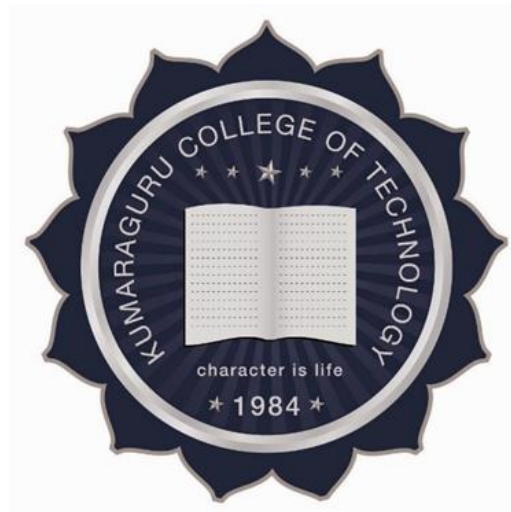


KUMARAGURU COLLEGE OF TECHNOLOGY

COIMBATORE - 641 049.



ACADEMIC REGULATIONS 2024

B.E. / B. Tech / M.E. / M.Tech / MCA Programmes

(R 2024)

Applicable to students admitted from AY 2024-2025 onwards

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LIST OF SYMBOLS AND ABBREVIATIONS

AA	Activity based assessment
ACC	Academic Consultative Committee
AY	Academic Year
CAM	Continuous Assessment Marks
CBCS	Choice Based Credit System
CO	Course Outcome
CoE	Controller of Examinations
CGPA	Cumulative Grade Point Average
DCC	Department Consultative Committee
DEC	Departmental Examination Committee
ESE	End Semester Examination
ESM	End Semester Examination Marks
FA	Formative Assessment
FCLF	Flexible Credit Learning Framework
ICC	Internal Compliance Committee
LA	Lab Summative Assessment
PrBL	Problem-Based Learning
PBL	Project-Based Learning
NSO	National Sports Organization
NSS	National Service Scheme
OBE	Outcome Based Education
PO	Programme Outcome
PEO	Programme Educational Objective
SA	Summative Assessment
SGPA	Semester Grade Point Average

1. PREAMBLE

Kumaraguru College of Technology (KCT) is dedicated to fostering the holistic development of its students by equipping them with the knowledge, skills, attitudes, and values essential for global citizenship. Responding to rapid technological advancements and societal changes, KCT envisions a multidisciplinary, ethically grounded, and globally aware community of learners and leaders. This academic regulation, developed by Team Project Transcend, reflects our commitment to integrating innovative technological trends with a strong focus on sustainability, in alignment with the United Nations Sustainable Development Goals.

Celebrating over 40 years of academic excellence since our establishment in 1984 under the visionary leadership of Arutchelvar Dr. N. Mahalingam, KCT now educates more than 8,000 students, supported by a dedicated faculty and an extensive global alumni network of over 30,000 members. Building on our early adoption of the Choice Based Credit System (CBCS) in 2014 and Outcome Based Education (OBE) in 2015, we advanced our teaching methodologies through Project Banyan and Regulation 2017, which introduced high academic flexibility and specialized learning opportunities.

In today's rapidly evolving engineering landscape, education must transcend traditional knowledge delivery to include effective learning strategies that integrate humanities, ethics, sports, holistic wellness, and engineering creativity. Regulation 2024, framed by Project Transcend, after including stakeholder aspirations, offers a progressive, multidisciplinary framework that blends knowledge, skills, and values. Developed in compliance with NEP 2020, NCrF, AICTE, UGC, and Anna University guidelines, it provides a well-rounded foundation for learners to thrive in a dynamic global environment.

2. SCOPE

The provisions of Regulation 2024 apply to B.E/ B.Tech/ M.E/ M.Tech and MCA Programmes and will also apply to new Programmes that may be introduced from Academic Year (AY) 2024-25 onwards.

3. LIST OF DEFINITIONS

For the purpose of these regulations, unless stated otherwise:

1. **Programme** Denotes to B.E./B.Tech/M.E./M.Tech/MCA Degree Programme.
2. **Discipline** Identifies a Branch or Specialization in B.E./B.Tech/M.E./M.Tech/MCA Degree Programme, viz., Civil Engineering, Biotechnology, etc.
3. **UG** Refers to B.E / B.Tech programmes.
4. **PG** Refers to M.E / M.Tech / MCA programmes.
5. **University** Refers to Anna University, Chennai.
6. **Institution** Refers to Kumaraguru College of Technology, Coimbatore.
7. **Head of the Institution** Refers to the Principal of KCT.
8. **Director / Dean** Refers to Director/Dean of the programmes concerned
9. **Head of the Department** Refers to Head of concerned academic departments.
10. **Department of Academics (DoA)** Refers to the committee formulated by the Institution responsible for all the academic activities and implementation of relevant rules and regulations.
11. **Academic Consultative Committee (ACC)** Refers to the committee formulated by the Institution responsible for the academic related activities.
12. **Department Consultative Committee (DCC)** Refers to the committee formulated by the department comprised of 2 or more faculty as appointed by the Head of the Department.
13. **Department Examination Committee (DEC)** The committee includes department examination coordinator, nominated faculty members of the department from various levels and Director / Dean/ HoD/ CoE (as required).
14. **Controller of Examinations (CoE)** Refers to the authority of the Institution, responsible for all activities related to Examinations.
15. **L – T – P – J – C** Refers to **L**ecture, **T**utorial, **P**ractical, **P**ro**J**ect and **C**redits respectively.
16. **Course** Refers to Theory/ Practical/ Embedded/Elective course - Mathematics, Physics, Engineering Graphics, etc.

17. **Curriculum structure** Refers to the framework of a degree programme which includes the set of Courses along with minimum credit requirements earned to be eligible for a B.E./B.Tech/M.E/M.Tech/MCA degree (including specialization).
18. **Humanities and Social Sciences (HS)** The courses include English, Tamil and other languages, Holistic wellness, Professional Ethics and Human Values, Communication skills, Environmental Science and Engineering and other courses as per curriculum.
19. **Basic Sciences (BS)** Courses include Mathematics, Physics, Chemistry, Biology and other courses as per curriculum.
20. **Engineering Sciences (ES)** Courses include Engineering Graphics, Basics of Electrical / Electronics / Mechanical / Computer Engineering, Instrumentation, Research methodology and other courses as per curriculum.
21. **Professional Core (PC)** Refers to the core courses relevant to the chosen UG or PG programme/specialization/branch.
22. **Professional Elective (PE)** Refers to the elective courses relevant to the chosen UG or PG programme/specialization.
23. **Open Electives (OE)** Open Elective (OE) courses include the courses which a student can choose from the curriculum of other B.E./ B. Tech. programmes and courses offered under School of Foundational Sciences.
24. **FCLF Flexible Credit Learning Framework.(FCLF)** : The component of the curriculum offering a wide choice of electives from which students design their curriculum
25. **Project Work (PW)** Refers to the Mini project/Industrial internship/Project Based Learning/Capstone project undergone by student(s) during period of study.
26. **RiDE** Refers to Research – Innovation – Design -Entrepreneurship components.
27. **Credit (C)** Defined as a measure that quantifies learning and is based on the number of hours a student dedicates to learning activities, which can include classroom instruction, laboratory work, field study, internships, and self-study.
28. **Self-Learning Hours (SLH)** Self-learning hours are a vital part of total learning hours for credit accumulation. These hours include independent study, online courses, research, and other autonomous learning activities outside of direct instruction.

29. **Outcome Based Education (OBE)** An educational approach that focuses on achieving specific, measurable outcomes in terms of knowledge, skills, attitude and values that students are expected to demonstrate upon completing a course or programme.
30. **Course Outcome (CO)** Specific statements that describe what students are expected to know, understand, and be able to do by the end of a particular course. COs are measurable and focused on specific skills, knowledge, and competencies related to the course content, providing clear guidance on the expected learning achievements in alignment with the programme's broader outcomes.
31. **Programme Outcome (PO)** A set of skills, knowledge and attitude that a student shall attain to become eligible to receive a degree from a specific programme. These outcomes are broad and generally defined by the NBA, ensuring that students are well-prepared to meet professional, ethical and societal standards in their field. POs align with graduate attributes and help guide curriculum development, assessments and teaching strategies.
32. **Programme Specific Outcome (PSO)** Refers to the competencies that a student in a particular programme (such as Civil, Electrical, or Computer Engineering) is expected to demonstrate. PSOs are unique to each programme and are tailored to address the specific skills, tools, and techniques relevant to that field. They are designed to ensure that graduates have specialized knowledge that enables them to succeed in their discipline.
33. **Programme Educational Outcome (PEO)** PEOs are broad statements that outline the long-term achievements expected of graduates within a few years of completing the program. PEOs typically describe career and professional accomplishments, ethical contributions, and the ability to adapt to technological and societal changes. PEOs are intended to align with the Institution's mission and are periodically reviewed to reflect evolving industry and societal needs.
34. **Regular Undergraduate Students** Those students who enter a Bachelor's degree programme in engineering (such as B.E. or B.Tech) through the standard admission process, typically right after completing secondary education (12th grade or equivalent). These students usually follow the full curriculum from the first year, covering

foundational to advanced topics in their chosen engineering discipline over a typical duration of four years.

35. **Lateral Entry Engineering Students** Those students who are admitted directly into the second year of an undergraduate B.E./B.Tech engineering programme, often after completing a diploma in engineering or an equivalent qualification.
36. **Credit Equivalence/ Credit Mapping/ Credit Transfer** Mechanisms are designed to align, recognize, and transfer academic credits across institutions, programmes, or associated courses based on the curriculum structure, thereby enabling the students to translate the earned credits ensuring academic standards and curriculum requirements.
37. **Autonomous Institution** A higher education institution that operates with a significant degree of independence from the affiliating university.

4. PROGRAMMES OFFERED

KCT offers a 4-year (8-semester) B.E. / B.Tech degree programme affiliated to Anna University, Chennai, for regular students, a 3-year (6-semester) B.E/B. Tech degree programme for lateral-entry students, and 2-year (4-semester) M.E/M.Tech/MCA/MBA degree programme affiliated to Anna University, Chennai, in the following branches of Engineering and Technology, as in below Tables (*Programmes offered by the Institution are given in institution website*)

Table 1 :Undergraduate Programmes - B.E./B.Tech.

B.E. Degree Programmes	B.Tech. Degree Programmes
Aeronautical Engineering Automobile Engineering Civil Engineering Computer Science and Engineering Electronics and Communication Engineering Electrical and Electronics Engineering Electronics and Instrumentation Engineering Mechanical Engineering Mechatronics Engineering	Artificial Intelligence and Data Science Biotechnology Fashion Technology Information Technology Textile Technology

Table 2: Postgraduate Programmes - M.E./ M.Tech./ MBA/MCA

M.E. Degree Programmes	M.Tech. Degree Programmes
Construction Management Embedded Systems Technologies Environmental Engineering Industrial Engineering Structural Engineering	Technical Textiles Biotechnology Data Science Defence Technology Master's in technology management

Table 3 : Master's Degree Programme MCA / MBA

Master's Degree Programme
M.C.A. Master of Computer Applications
MBA – General
MBA - Innovation Entrepreneurship and Venture Development
MBA -Project Management
MBA - Logistics and Supply Chain Management
MBA - Agribusiness Management

5. ADMISSION

5.1 ADMISSION TO ACADEMIC PROGRAMMES

The norms for admission and eligibility criteria (Regular/Lateral entry students) such as marks, physical fitness and mode of admission will be followed as prescribed by the Anna University, Chennai, Directorate of Technical Education (DOTE), All India Council for Technical Education (AICTE) and University Grants Commission (UGC) from time to time.

5.2 ADMISSION OF TRANSFERRED CANDIDATES

Candidates transferred from other colleges must bring a valid admission notification from the Director, DoTE, along with credits earned in previously attended institutions. The Head of the Institution shall form a Committee to consider the credits earned and recommend additional courses if necessary

5.3 ADMISSION OF READMITTED CANDIDATES

Students under the 2018 and 2018A autonomous regulations who have discontinued for reasons other than disciplinary action may be readmitted to the 2024 regulation (subject to maximum duration & other requirements). Re-admitted candidates (KCT Students) due to break-of-study, both UG and PG, shall bring the valid admission notification from the Director, DoTE and shall present the same along with credits earned. Based on that, Head of the Institution shall form a Committee to consider the credits earned and recommend additional courses to meet the degree requirements, which the candidate shall complete in the specified duration.

6. PROGRAMME STRUCTURE, CURRICULUM AND CREDITS

6.1 PROGRAMME DURATION

B.E / B.Tech programmes: A student after securing admission shall pursue B.E / B.Tech programme for a minimum period of 4 academic years (8 semesters) and a maximum period of 7 years (14 semesters) starting from the commencement of the first semester.

For a student admitted in lateral-entry mode, the minimum and maximum period of study shall be 3 academic years (6 semesters) and 6 years (12 semesters), respectively, starting from the commencement of the third semester.

M.E / M.Tech / MCA programmes: A student after securing admission shall pursue M.E / M.Tech / MCA programme for a minimum period of 2 academic years (4 semesters) and a maximum period of 4 years (8 semesters) starting from the commencement of the first semester.

6.2 SEMESTER STRUCTURE

The regular semesters (Odd/Even) normally have about 90 working days. Also, a Summer / Winter track is conducted between the semesters during vacation period

6.3 CURRICULUM STRUCTURE

Each programme follows a semester-based credit system and has a defined credit requirement distribution across course categories as shown below:

Table 4: Structure of Curriculum for UG and PG

Components	Description	
	UG Programmes	PG Programmes
Credit range	160 credits (minimum)	80 credits (minimum)
Maximum credit enrolment per semester	36 credits	23 credits
Curriculum Structure	As per programme curriculum	
Mandatory course	UHV- I, UHV-II, Constitution of India, Environmental Science and Engineering, Indian Knowledge System (IKS)	Research Methodology
Summer/Winter tracks	During the summer/winter vacation period	
Fast/ Extended track	Option for diverse learners	
Protosem	One semester (maximum)	-
Honours/ Minor	18 credits (from V semester onwards)	-
Study abroad programmes	For a maximum period of one year	
Internship	2 (mandatory)	1 (mandatory)
Additional courses	Value added courses, certification programmes	
MOOC	As per clause (9.11)	
Micro credential courses	As per clause (8.1.5)	

6.4 CREDITS

6.4.1 CREDITS PER SEMESTER

The number of credits most students are expected to register for in a semester will be about 20-24 credits so that they complete the programme within the specified duration of the UG programme. However, a student can register for a maximum of 36 credits - including Honours / Minor courses (provided one or two courses are registered as a self-study course). The minimum number of credits a student can register for in a regular semester shall be 14. Normally a student shall not be permitted to register for credits beyond/below these specified limits.

6.4.2 CREDIT DEFINITION AND SYSTEM

A **credit** is a unit that quantifies the learning effort required for a course in terms of contact hours and self-study. Table 5 lists the typical credit assignment:

Table 5: Credit System

Course type	Contact hours	Credits
Theory (L)	15	1
Practical (P)	30	1
Tutorial (T)	15	1
Project (J)	30	1
Experiential Learning (EL) / Internships	45	1

All the Academic Programmes offered by the Institution are delivered through **Choice-Based Credit System (CBCS)** mode. **CBCS** is a flexible academic framework that allows students to choose courses across disciplines, earn credits at their own pace and customize their learning pathways. It promotes interdisciplinary learning, credit accumulation, and transferability, enhancing student mobility and employability.

6.4.3 CREDIT DISTRIBUTION

The curriculum structure for all the UG/PG degree programmes can be referred to in the respective programme curriculum. General credit range for programmes are listed below:

Table 6: Credit Distribution for B.E / B.Tech Programmes

Credit Type	Credit range	Credit (%)
Humanities & Social Sciences - HS	18-24	12 – 15
Basic Sciences - BS	18-26	12 – 16
Engineering Sciences - ES	16-24	10 – 15
Professional Cores – PC	48-55	30- 34
Professional Electives – PE	18-24	12 -15
Open Electives – OE/FCLF	9 -12	6
Internship	3	12 -13
Project	15-18	
Mandatory courses (Indian constitution, UHV-I)	0	
Total Credit	160 - 165	

Table 7: Credit Distribution for M.E / M.Tech / MCA Programmes

Course types	Credit range	Credit (%)
Basic Science	4 - 9	5 - 11
Engineering Science		
Professional Core	18 - 24	23- 30
Professional Electives	12- 18	15 - 23
Project/Internship	24 - 34	30 - 43
Seminar (Optional)	2 - 4	2 - 5
Total Credits	80 - 85	

6.4.4 CREDIT REQUIREMENT FOR UG AND PG DEGREE

B.E./ B.Tech: For the successful completion of the B.E./B.Tech. Programme, a regular student must earn 160 credits (can vary with the programme) in a minimum of eight Semesters, while a lateral-entry student must earn 120 credits in a minimum of six semesters.

M.E./M.Tech/MCA: For the successful completion of the M.E./M.Tech./MCA Programme, a regular student must earn 80 credits (can vary with the programme) in a minimum of four Semesters

6.5 MEDIUM OF INSTRUCTION

The medium of instruction for the entire undergraduate and postgraduate programmes will be English only (Except for language courses other than English).

6.6 TRACKS

6.6.1 SUMMER / WINTER TRACK

- i. Summer/ Winter Track will be conducted between the semesters during the vacation period. Students can register under the summer/winter track for the following conditions:
 1. Students who have a shortage of attendance in a course(s) in the regular semester and must meet the minimum attendance requirements in order to be eligible to appear for ESE
 2. Students who have arrears in the regular semester course and wish to improve the CAM through the course(s) in the summer/winter track.
 3. Students who wish to complete the courses in the VII / VIII semester earlier in fast-track mode can register from semester IV onwards.
- ii. Students who register for courses in the summer/winter track shall pay the prescribed course fee and the exam fee.

- iii. Students can register for a maximum of 2 embedded courses / 3 theory + 2 lab courses / 4 theory courses during summer/winter track. Exceptions to these limits can be made by DCC / HoD with the approval of DoA.
- iv. UG Students in their final year of study or those who have completed the course, the limit on a maximum number of courses in the summer/winter track may be relaxed with special approval from DoA.
- v. Students cannot add/drop courses in summer/winter track registration.

6.6.2 FAST TRACK

- i. B.E/B.Tech students can register under fast track from semester IV onwards (Sem II onwards for M.E./M.Tech /MCA), subject to the maximum credit limit per semester (36 credits). Under exceptional circumstances, based on the merit of the case, the maximum credit limit can be relaxed by DoA with Principal's approval.
- ii. Students who wish to opt for fast-track mode shall maintain a CGPA of 8 and above, without any backlogs in their semesters preceding their application and undertake to complete all (B.E/B.Tech 160 - 165 credits & M.E/M.Tech /MCA 80-84 credits) the course work including the project and internship by VIII semester (IV Semester for M.E/M.Tech /MCA)
- iii. Under fast-track mode, the students can register either in the regular semester or in summer /winter track, depending on the courses being offered in the department at the time of application.

6.6.3 EXTENDED TRACK

- i. The Extended track shall be recommended with the approval of DCC for those B.E./B.Tech students (slow learners) having 5 and above arrears during the commencement of 4th semester of their programme of study and complete the programme within the maximum duration of 7 years (Regular) and 6 years (Lateral Entry)
- ii. The student shall register for the rest of the courses in summer /winter track.
- iii. A student can register for the classes during regular semesters as well, depending on the courses offered by the department at the time of application.

- iv. Extended Track is not applicable to M.E./M.Tech /MCA students

6.7 B.E./B.TECH DEGREE WITH HONOURS/ MINOR

B.E/B.Tech. (Hons.) or B.E./B.Tech. Minor shall be offered by the Department irrespective of the number of students enrolled. The student has to enroll for these additional courses separately and pay prescribed course fee and exam fee. A student shall earn an additional 18 credits over and above the programme requirements within the curriculum. However, out of the 18 credits, a maximum of 6 credits can be earned through online mode from SWAYAM-NPTEL platform, as approved by respective BoS and DCC of the offering department.

6.7.1 B.E. / B. TECH. (HONOURS)

A student (regular/lateral entry) shall be permitted to register for the courses from Semester V onwards provided the student has earned a minimum CGPA of 7.50 until Semester III and has cleared all the courses in the first attempt throughout the programme of study.

- i. The student shall take the courses from a specified group of Professional Electives (vertical) or from any of the verticals of the same programme and earn a minimum of 18 credits.
- ii. The student shall pass all the courses prescribed in the curriculum in the first attempt.
- iii. If a student decides not to opt for Honours, after completing certain number of additional courses, such additional courses studied shall be considered instead of the Professional Elective courses which are part of the curriculum.
- iv. If the student has studied a greater number of such courses than the number of Professional Elective courses required as per the curriculum, the courses with higher grades shall be considered for the calculation of CGPA.
- v. Remaining courses shall be printed in the grade sheet (as additional courses); however, they will not be considered for calculation of CGPA and the same shall be indicated in a foot note appropriately.

- vi. If the student has failed in the additional courses or faced shortage of attendance, they will not be printed in the grade sheet and will not be considered for CGPA calculation and classification of degree.

6.7.2 B.E. / B. TECH. MINOR WITH SPECIALIZATION IN ANOTHER DISCIPLINE

A student (Regular/Lateral entry) shall be permitted to register for the courses from V Semester onwards, if the students has earned CGPA of 6.50 and above until his/her III Semester. is. The student should have earned additionally a minimum of 18 credits in any one of the verticals offered from other Engineering Disciplines/Science and Humanities/Management. If the student has failed in the additional courses or faced shortage of attendance, they will not be printed in the grade sheet and will not be considered for CGPA calculation and classification of degree.

- i. If a student decides not to opt for Minor, after completing a certain number of courses, the additional courses studied shall be considered instead of Open Elective courses which are part of the curriculum.
- ii. If the student has studied a greater number of such courses than the number of open electives required as per the curriculum, the courses with higher grades shall be considered for calculation of CGPA.
- iii. Remaining courses shall be printed on the grade sheet (as additional courses); however, they will not be considered for calculation of CGPA and the same shall be indicated in a foot note appropriately.

If the student has failed in the additional courses or faced shortage of attendance, they will not be printed in the grade sheet and will not be considered for CGPA calculation and classification of degree

6.8 EXPLORATORY PATHWAYS

Research, Innovation, Design, and Entrepreneurship (**RiDE**) are critical pillars that underpin national progress, resilience, and global competitiveness. To empower students and prepare them for future challenges, KCT has established Exploratory Pathways under the RiDE framework.

EXPLORATORY PATHWAY

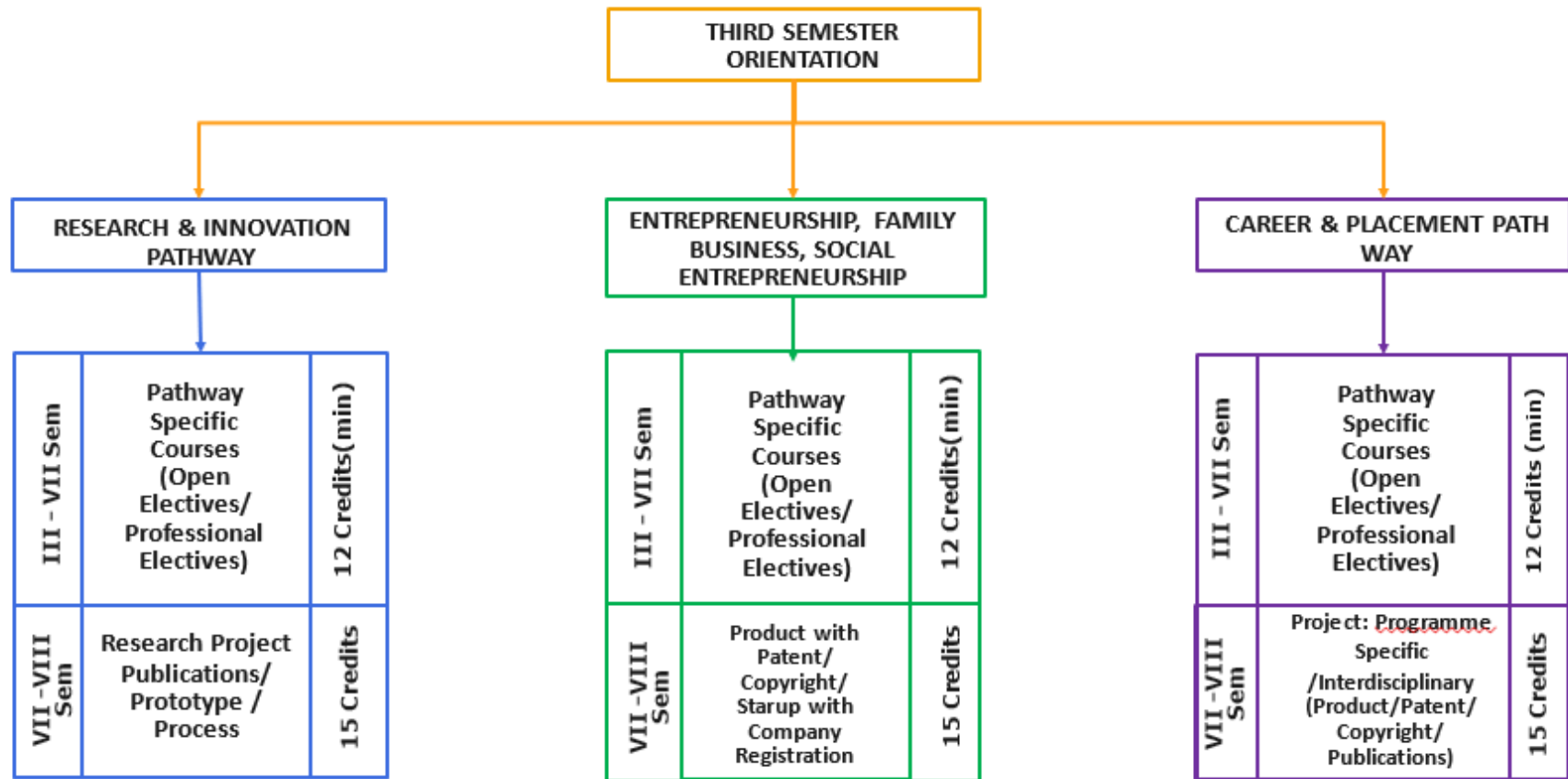


Figure 1 : Exploratory Pathway

These pathways provide a structured mechanism for students to align their academic pursuits and career ambitions with their individual interests. The three pathways - (a) Research & Innovation, (b) Entrepreneurship, Family Business, and Social Entrepreneurship, and (c) Career & Placement - offer flexibility and opportunities for students to gain industry-relevant experience and develop essential skills through pathway-specific courses and activities (refer figure 1).

- i. B.E./B.Tech students shall opt under anyone of the Exploratory Pathways from the 3rd semester of their duration of study. However, Exploratory Pathways are not applicable for M.E./M.Tech/MCA students
- ii. A Student shall enroll in any one of the three Pathways within the first 10 days of the commencement of the 3rd semester with prior mentoring. However, a student can change the pathway only once during the course of study before the start of 5th semester with prior approval from Mentors and DCC.
- iii. Professional electives, FCLF courses, Projects will align with the pathway chosen
- iv. The evaluation of the EP shall be conducted as per assessment patterns of the respective course type offered.

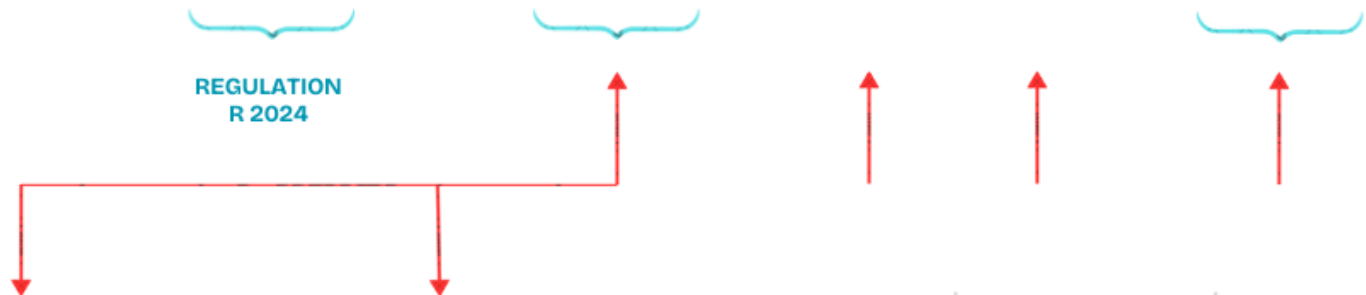
7. COURSE REGISTRATION AND ATTENDANCE REQUIREMENTS

7.1 COURSE CODES

Each course is denoted by a unique code consisting of eight alphanumeric symbols as shown in figure 2.

COURSE CODE NOMECLATURE

2	4	A	A	B	X	Y	Y
---	---	---	---	---	---	---	---



AA - UG PROGRAMME CODE

- AE – Aeronautical Engineering
- AD - Artificial Intelligence & Data Science
- AU - Automobile Engineering
- CE - Civil Engineering
- CS - Computer Science And Engineering
- EC - Electronics And Communication Engineering
- EE - Electrical And Electronics Engineering
- EI - Electronics And Instrumentation Engineering
- MR - Mechatronics Engineering
- ME - Mechanical Engineering

- BT - Biotechnology
- FT - Fashion Technology
- IT - Information Technology
- TT - Textile Technology

- CA – Computer Applications
- CY – Chemistry
- HS – Languages & Communication
- MA – Mathematics
- PH - Physics
- IN – Institutional

AA - PG PROGRAMME CODE

- ST - Structural Engineering
- CN - Construction Management
- EN - Environmental Engineering
- ET - Embedded System
- IL - Industrial Engineering
- VL - VLSI Design
- DS - Data Science
- DT - Defence Technology

- MB - Biotechnology
- CB Cyber Security
- TM - Technology Management
- TX - Technical Textile

- CA – Computer Applications

- BA - Master's in Business Administration
- IE – MBA in Innovation Entrepreneurship and Venture Development
- PM – MBA in Project Management
- LS – MBA in Logistics and Supply Chain Management

B COURSE TYPE

- T – Theory
- P – Practical
- J – Project/ Internship/ Seminar
- E – Elective
- C- Elective (Embedded)
- O – Open Elective
- I – Embedded
- V – Value Added
- R – Add on
- A – Audit
- M – Mandatory
- D – Edge
- S – MOOC
- B – Bridge

X PROGRAMME LEVELS

- O: Flexible Levels
- 1-4 : UG Levels
- 5-6 : PG Levels

YY SEQUENCE NUMBER 01- 99

Figure 2 : Course Code Nomenclature

7.2 REGISTRATION PROCESS

- i. Course Registration is a crucial procedural component of the academic system. It ensures that a student's name is officially recorded in the student's name list for each course they intend to study. Credits will not be awarded for courses in which a student has not registered.
- ii. Every student, admission, shall be assigned to a Mentor who shall advise and guide on the choice of courses and in general the details of the academic programme.
- iii. Every student is required to finalize the registration process through the web-based system, during the specified time window.
- iv. Schedule of registration of the courses will be intimated to the students through a common circular and / or through the Academic Calendar hosted on the website.
- v. The course registration/enrollment for the courses from semester II to VIII (and additional courses for Honours/Minor) will commence 5 working days prior to the commencement of the succeeding semester.
- vi. The course registration / enrollment for Honours / Minor shall be done separately.
- vii. From semester II to VIII, the student can add/drop courses within 10 working days from the start of the semester concerned. The total number of credits that a student can add / drop in a semester is limited to 8 credits.
- viii. The maximum number of credits enrolled in a semester (including Honors/Minor/) shall not exceed 36.
- ix. The professional elective courses may be listed in the curriculum as verticals (specialized groups). A student can choose professional electives from any of the verticals offered in each semester by the department.
- x. The student who opted for Honours /Minor shall enroll for the prescribed courses.
- xi. For an elective course to be offered, the minimum number of students to be enrolled shall be 10, but for Honours / Minor, the electives may be offered with no minimum limits for the number of students.
- xii. The students shall register for project work in the 7th & 8th semester (B.E./B.Tech) and 3rd and 4th semester (M.E./M.Tech/MCA) only.
- xiii. A student can register for MOOC courses based on the availability of the offering platforms during the respective semesters.

7.3 ATTENDANCE REQUIREMENTS

- i. A student is expected to maintain 100% attendance in all courses.
- ii. The attendance requirement is calculated based on the required hours (L-T-P-J) specified in the curriculum as follows:

$$\text{Percentage of Attendance} = \left(\frac{\text{actual no. of classes attended}}{\text{total no. of classes conducted}} \right) \times 100$$

- iii. Students with attendance between 65% and less than 75% due to medical reasons /any other special cases with prior approval from the respective Head of the Institution. However, the student shall submit all the supporting documents through the Mentor / Class Advisor forwarded by DCC. Decision to permit the student for SA1 and ESE rests with the ACC.

$$\text{Percentage of Attendance} = \left(\frac{\text{actual no. of classes attended}}{\text{total no. of classes conducted} - \text{no. of classes held due to medical/emergency cases}} \right) \times 100$$

- iv. If a student has a shortage of attendance in all the registered courses of the current semester as per curriculum, he/she would not be permitted to move to the higher semester and has to repeat the current semester in the subsequent year.
- v. A Student with sufficient attendance who miss the semester-end examination or fail a course (e.g., Laboratory, Summer Term, Industry Visit, In-Plant Training, Mini Project, and Project Work) must re-register for the exam when next conducted.
- vi. If a student fails to secure the required attendance in the courses that are offered in the block teaching mode or mandatory noncredit courses are required to re-register and redo the same course when offered next.
- vii. The days of suspension for a student on disciplinary grounds will be considered as days of absence for calculating the percentage of attendance for each individual course
- viii. If a student registered under Honours / Minor track is unable to secure the required attendance in the honors / minor track courses but still has the required attendance in the regular courses with CGPA above 8.50 will be given the option of withdrawing

from the Honours and Minor track to retain the degree classification first class with distinction

7.4 REMEDIAL MEASURES FOR UNATTENDED SUMMATIVE ASSESSMENT

A student who has not appeared for a SA (theory courses/component of embedded courses) shall be permitted to be eligible for retest only under the following conditions subject to DCC and ACC approval. The student shall apply to the DCC, and the ACC will approve the application for eligibility for retest only for the following reasons:

- i. Absence due to prolonged illness of more than 7 working days or due to hospitalization (in-patient treatment)
- ii. Absence due to death of immediate family members
- iii. Absence due to participation in NCC/NSS/NSO camps only
- iv. Absence due to participation and representation of college in Government conducted sports events, National level design competitions and off-campus placements with prior approval

For genuine cases recommended by DCC, Retest for the missed SA will be conducted. Retest can be conducted for one missed SA only.

8. TEACHING AND LEARNING

8.1 INSTRUCTIONAL APPROACHES

The institution is committed to integrate innovative teaching methodologies that promote active, student-centered learning. These methodologies are designed to foster critical thinking, practical application of knowledge, and professional competency, ensuring that teaching practices remain flexible, inclusive, and contemporary.

- i. The instructional approach for each course must be planned well in advance, discussed in the course committee meeting, BoS meetings, and be documented in the course plan.
- ii. Students must be informed of the plan at the beginning of the course.
- iii. The course faculty and HoD must ensure necessary material supplies, consumables and facilities are available before the start of the course.
- iv. Each course to include active learning component and reflected in the course plan

- v. Wherever appropriate course faculty can include industry / academic experts from reputed institutions (Indian, and abroad) to deliver topics.
- vi. Class committee meeting to ensure course delivery approaches across courses in a semester, to be balanced to ensure balanced learning load by students
- vii. Course Coordinator and the Course Faculty have the overall responsibility for successful delivery of the course work. The course faculty shall maintain the attendance and assessment records of the students for the courses handled.

This Instructional framework at Kumaraguru College of Technology encompasses a diverse range of instructional approaches aligning with course outcomes as listed below:

8.1.1 TRADITIONAL CLASSROOM LECTURES

- i. Lecture halls shall be facilitated with adequate audio /visual facilities.
- ii. Faculty must deliver content in a structured format that adheres to the approved syllabus and course plan
- iii. For Self-study components, students must be given clear instructions with suitable study material along with constant guidance and learning support
- iv. Faculty are responsible for ensuring relevant instructional materials, including lecture notes and supplementary resources, shall be made accessible to students in a timely manner via the online platform.

8.1.2 LABORATORY-BASED INSTRUCTION

The faculty must provide clear guidance on safety and experimental procedures. Technical support staff shall ensure that lab sessions adhere to safety protocols and equipment handling.

8.1.3 CAPSTONE PROJECTS

- i. Capstone projects shall be integrated as a culminating experience that synthesizes theoretical learning with real-world engineering challenges.
- ii. Project Guides are responsible for outlining a clear framework that guides students through project design, execution, and final presentation.
- iii. Projects must involve interdisciplinary collaboration, innovation, and problem-solving skills reflective of industry practices.

8.1.4 INTERNSHIPS

- i. Internships shall provide students with practical exposure to industry practices and professional environments.
- ii. Internship coordinators must ensure that internship placements align with the students' fields of study and curricular requirements. Before the students start the internship programme, DCC must discuss suitability of internship areas on approval.

8.1.5 MICRO-CREDENTIAL COURSES

- i. Micro-credential courses or modules are designed to enhance core curricula and enable the development of specialized in-demand skills.
- ii. These courses can be developed in consultation with industry partners to ensure content relevance and rigor.

8.1.6 FLIPPED CLASSROOM

- i. Faculty shall provide pre-class materials, such as video lectures and reading documents, one week in advance of scheduled classes
- ii. Classroom time shall be reserved for interactive activities like problem-solving discussions and collaborative projects that build upon pre-assigned content.
- iii. Clear learning objectives for both pre-class and in-class activities must be designed in session plans that will accompany the course plan.

8.1.7 PROBLEM-BASED LEARNING (PRBL)

- i. Curriculum design should incorporate real-world engineering scenarios to stimulate critical thinking and practical application of theoretical concepts.

- ii. Instructors shall facilitate with necessary instructions and support materials to guide students through problem-based learning sessions in their respective domain.

8.1.8 PROJECT-BASED LEARNING (PBL)

- i. Long-term projects spread over a semester that simulate real-world engineering tasks shall be integrated into the course delivery to bridge theory and practice.
- ii. Faculty are responsible for establishing clear guidelines and providing adequate resources to support project execution.

8.1.9 COLLABORATIVE LEARNING

- i. Course faculty can incorporate group activities and peer-to-peer learning sessions to foster teamwork and mutual learning.
- ii. Clear communication of roles and responsibilities within group tasks is essential to ensure effective collaboration. The roles and responsibilities must be documented and rubric for assessment must include assessment of the degree of involvement

8.1.10 ONLINE AND HYBRID LEARNING

- i. Course delivery shall utilize online MOOC platforms to ensure flexible learning.
- ii. Hybrid learning approaches must effectively integrate online and face-to-face classroom sessions to maintain continuity of instruction.

8.1.11 EXPERIENTIAL LEARNING

- i. Practical experiences, including Protosem courses, Edge/ Edge+ courses, fieldwork, laboratory sessions, and internships, shall be incorporated in courses to connect theoretical knowledge with real-world applications.
- ii. Faculty must ensure that experiential activities are well-aligned with course outcomes and conducted in accordance with safety and logistical constraints.

8.1.12 SIMULATION-BASED LEARNING

- i. Simulation tools and technologies shall be used to recreate real-world engineering scenarios in a controlled environment.
- ii. Faculty must facilitate simulation sessions and provide necessary technical support.

8.1.13 GAMIFICATION

- i. Faculty may incorporate game-like elements—such as quizzes, interactive challenges, and simulations—to enhance student engagement and motivation.
- ii. Gamification shall be employed as a supplementary tool to support learning objectives without compromising the depth and rigor of instructional content.

8.1.14 COMPETITIONS / HACKATHONS

- i. Competitions and hackathons shall be organized to promote innovation, teamwork, and real-world problem solving, complementing the formal curriculum.
- ii. These events must be aligned with the learning objectives of the program, and participation may be recognized through certificates and appropriate credit may be awarded after suitable assessments.

8.1.15 COMPREHENSION

- i. Comprehensive courses are intended to provide an in-depth exploration of subject matter of the key concepts across courses in a curriculum.
- ii. Faculty must clearly outline the scope and objectives of the course, ensuring that the course assesses a holistic understanding of the discipline.

8.1.16 INDEPENDENT (SELF) STUDY

- i. Independent study courses allow students to engage in self-directed learning under the guidance of a faculty.
- ii. Clear objectives, timelines, and deliverables must be established at the outset, with regular progress reviews by the course faculty (in addition to scheduled Summative and Formative assessments) to ensure academic rigor and achievement of learning outcomes.

8.1.17 INDUSTRY-DRIVEN COURSE

- i. Industry-driven courses are developed in collaboration with industry experts to ensure that content remains current and relevant to evolving professional standards.
- ii. Such courses should incorporate practical insights, case studies, and, where possible, direct input from industry practitioners, while maintaining academic integrity and depth.

- iii. Assessments to be co-designed by the faculty and industry experts

8.1.18 INTERDISCIPLINARY COURSE

- i. Interdisciplinary courses are structured to integrate concepts and methodologies from multiple academic disciplines, fostering a broader perspective and collaborative problem solving.
- ii. Coordination among different departments is essential to ensure a cohesive curriculum that meets agreed-upon learning outcomes and academic standards. DCC must approve the course plan and must include experts from the departments involved.

8.1.19 TECHNICAL SEMINAR

- i. Technical seminar-based courses expose students to advanced topics and develop their communication skills
- ii. The course plan shall be approved by DCC.

8.1.20 VALUE ADDED COURSES

- i. Value added courses are designed to supplement the core curriculum by developing soft skills, professional competencies, and interdisciplinary perspectives.
- ii. The Courses offered under this category shall not be a part of any regular academic curriculum.
- iii. Enrollment in these courses is optional, and they should be structured to provide measurable outcomes, such as enhanced employability, without compromising the integrity of the core programme.

8.1.21 BLOCK-TEACHING

- i. Courses like Innovation Practicum, Micro-credential stack courses, one credit Industry courses will be conducted in block teaching mode i.e. focused study throughout the day for the specified learning period (typically 15 to 30 hours over a 2-to-4-day period)
- ii. The academic calendar shall designate the scheduled days during which such courses shall be offered

Any other suitable instructional approach can be included, provided they are discussed and approved in the DCC and BoS meetings prior to implementation

8.2 GUIDELINES FOR THE PROPER USAGE OF ARTIFICIAL INTELLIGENCE (AI) TOOLS IN THE TEACHING-LEARNING PROCESS

AI tools should enhance learning, not replacing critical thinking and originality. The use of AI must align with academic integrity and fairness.

8.2.1 PROPER USAGE OF AI TOOLS

- i. Teaching and Learning Assistance: Clarification of concepts, brainstorming ideas, summarization, enhancing reference material.
- ii. Research Assistance: Literature review, data analysis, and identifying sources (with human verification) not more than 5 % similarities.
- iii. Skill Development: Using AI to practice coding, engineering simulations, or problem-solving exercises.
- iv. Faculty and students must acknowledge AI-generated content when used in any document prepared.
- v. Faculty and students must cross-check AI-generated content for accuracy

8.2.2 PROHIBITED USES OF AI IN ACADEMIC WORK

- i. Submitting AI-generated content as original work (e.g., assignments, Project reports, research papers, AI generated code etc.).
- ii. Plagiarism and Fabrication: AI-generated misinformation, fake citations, or automated paraphrasing to bypass plagiarism checks.

9. ASSESSMENT OF LEARNING

Assessment for learning is integral in providing structured feedback to enhance student competencies. The comprehensive framework ensures theory assessments validate conceptual understanding, laboratory work reinforces technical skills, projects develop problem-solving abilities, internships offer industry exposure, and MOOCs support self-directed learning. This multifaceted approach fosters holistic development, preparing students for professional and academic advancement.

9.1 DISTRIBUTION OF ASSESSMENT MARKS

Table 8 presents the details of various types of courses and their assessment patterns. The mark distribution is dependent on the credit weightages of components of the courses such as Theory, Laboratory and Project.

Table 8: Break-up of Assessment Mark components

S. No	Course Type	Mark breakup								
		Continuous Assessment components (figures inside the brackets indicate total marks)					End Semester components (figures inside the brackets indicate total marks)			
		Theory component				Practical component/ Project		Theory Component	Practical component/ Project	
		Summative Assessment 1 (SA 1)	Summative Assessment 2 (SA 2)	Comprehensive Assessment (MCQ)	Formative Assessments (FA)	Execution and activity-based evaluation for each exp./viva (WB & VIVA)	Written Test (IA)*		Test/ Report	Presentation & Viva
1	Theory only (>1 credit)	12 (50)	12 (50)	6 (50)	10 (50)	60 (100)		60%		
40%				60%						
2	Theory only (1 credit) (L: T:P: J:C) 1:0:0:1	30 (50)	30 (50)	15 (50)	25 (50)					100%
3	Theory with Tutorial component (L: T:P: J:C) 1:1:0: 0:2; 2:1:0: 0:3 and 3:1:0: 0:4	12 (50)	12 (50)	6 (50)	10 (50)	60 (100)		60%		
4	Lab/Project only (1 credit)					60 (100)	40 (100)	30 (100) 10 (20)		
100%										
5	Lab/Project only (>1 credit)					36 (100)	24 (100)			60%
6	Theory plus Lab/ Theory plus project (L: T:P: J:C)									
6	Type 1 (1:0:2: 0:2)/ (1:0:0:2:2)	7.5 (50)	7.5 (50)	5 (50)	5 (50)	15 (50)	10 (50)	30 (100) 20 (20)		
	25%				25%		50%			
	Type 2 (1:0:4: 0:3)/ (1:0:0: 4:3)	7.5 (50)	7.5 (50)	5 (50)	5 (50)	15 (50)	10 (50)	30 (100) 20 (20)		
	25%				25%		50%			

3	Type (2:0:2:0:3)/(2:0:0:2:3)	7.5 (50)	7.5 (50)	5 (50)	5 (50)	15 (50)	10 (50)	50 (100)		
		25%				25%		50%		
4	Type (3:0:2:0:4)/(3:0:0:2:4)	7.5 (50)	7.5 (50)	5 (50)	5 (50)	15 (50)	10 (50)	50 (100)		
		25%				25%		50%		
5	Type (2:0:4:0:4)/(2:0:0:4:4)	7.5 (50)	7.5 (50)	5 (50)	5 (50)	15 (50)	10 (50)	25 (100)	20 (100)	5 (10)
		25%				25%		25%	25%	
6	Type (3:0:4:0:5)/(3:0:0:4:5)	7.5 (50)	7.5 (50)	5 (50)	5 (50)	15 (50)	10 (50)	25 (100)	20 (100)	5 (10)
		25%				25%		25%	25%	
7	Type (1:1:2:0:3)/(1:1:0:2:3)	7.5 (50)	7.5 (50)	5 (50)	5 (50)	15 (50)	10 (50)	50 (100)		
		25%				25%		50%		
8	Type (2:1:2:0:4)/(2:1:0:2:4)	7.5 (50)	7.5 (50)	5 (50)	5 (50)	15 (50)	10 (50)	50 (100)		
		25%				25%		50%		
9	Type (2:1:4:0:5)/(2:1:0:4:5)	7.5 (50)	7.5 (50)	5 (50)	5 (50)	15 (50)	10 (50)	25 (100)	20 (100)	5 (10)
		25%				25%		25%	25%	
10	Type (1:0:6:0:4)/(1:0:0:6:4)	7.5 (50)	7.5 (50)	5 (50)	5 (50)	15 (50)	10 (50)		50 (100)	
		25%				25%			50%	
7	Capstone Project					Review 1 – 10 (100) Review 2 – 20 (100) Review 3 – 30 (100)			Internal – 10 (50) External – 10 (50)	Internal – 10 (50) External – 10 (50)
									60%	
8	Tamil Courses			25 (50)			25 (50)			50 (100)
				50%						50%
9	Value Added Course	An appropriate assessment style as decided by the Industry Expert shall be made with BoS Approval, other appropriate selections as mentioned in the above, S. No. 1-5, depending on the definition of course type, the course assessment shall be carried out.								

*Exceptions in the above listed patterns shall seek approval from BoS and Academic Council

9.2 ASSESSMENT OF PROJECT COMPONENT

9.2.1 ONE CREDIT PROJECT / ONE CREDIT PROJECT COMPONENT OF EMBEDDED COURSE

Such courses will be evaluated on a continuous basis with two internal reviews and a report.

Table 9: Assessment of One credit Project / One Credit Project component of embedded Course

SI. No.	Description	Weightage
1	Review 1	25
2	Review 2	50
3	Project Report	25
	Total	100

9.2.2 NON-CAPSTONE PROJECT COURSE / PROJECT COMPONENT OF EMBEDDED COURSE

Such courses will be evaluated on a continuous basis with two internal reviews and a report and End semester examination.

Table 10: Non-capstone Project course (more than one credit) / Project component of embedded Course (project component more than one credit)

SI. No.	Description	Weightage
i.	Review 1	25
ii.	Review 2	50
iii.	Project Report	25
	Total Marks	100
	Continuous Assessment Marks	60
i.	End Semester Viva voce	25
ii.	End Semester Report	75
	Total Marks	100
	End Semester Marks	40

9.3 CAPSTONE PROJECT WORK

For final year capstone Project Work out of 100 marks, the maximum mark for Continuous Assessment is 60 marks and that for the End Semester Examination (project report evaluation and viva-voce examination) is 40 marks (refer Table X). Project work may be assigned to a single student or to a group of students not exceeding 3 per group, under the supervision of faculty guide(s).

9.4 INDUSTRIAL /RESEARCH INTERNSHIP

B.E /B.Tech and M.E/M.Tech/MCA: Students have to undergo mandatory training or internship during summer / winter vacation at Industry/ Research organization / University (after due approval from the Mentor, Class advisor) as listed in the curriculum. Students can also travel to International Universities with the approval of KCT International office, CoE, and DCC for Semester abroad (courses/ Project/ Research) courses; Summer schools; Short-term specialized courses / internships (2-6 weeks) or other specialized courses. Credits can be earned through International Exchange Programmes with proper prior approvals from KCT.

The credits are awarded as per AICTE's Internship policy is represented in table 11. The assessment component of Industrial/Research Internship shall be distributed as shown in table 12.

Table 11: Internship Credit details

Sl. No.	Duration Of Training/Internship	Credits
1	2 Weeks (~ 45 hrs)	1
2	4 Weeks (~ 90 hrs)	2
3	6 Weeks (~ 135 hrs)	3

Table 12: Internship Assessment

Sl. No.	Assessment components	Marks
1	Internship Report	40
2	Viva-voce	60
	Total marks	100

9.5 PASSING REQUIREMENTS FOR B.E / B.TECH / M.E / M.TECH / MCA

(i-a) A student is declared to have successfully passed a theory-based course (above one credit) if he/she has secured:

- A minimum of 45% marks in the end semester examinations.
- A minimum of 50% marks on combining both Continuous Assessment Marks (CAM) and End Semester Examination Marks (ESE).

(i-b) A student is declared to have successfully passed a theory-based course (one credit) if he/she has secured:

- A minimum of 50% marks in the Continuous Assessment Marks (CAM)

(ii -a) A student is declared to have successfully passed a practical / project-based course (one credit) if he/she has secured:

- A minimum of 50% marks in the Continuous Assessment Marks (CAM).

(ii -b) A student is declared to have successfully passed a practical / project-based course (more than one credit) if he/she has secured:

- A minimum of 45% marks in the end semester examination.
- A minimum of 50% marks on combining both Continuous Assessment Marks (CAM) and End Semester Examination Marks (ESE).

(iii-a) A student is declared to have successfully passed an embedded course (theory and lab components greater than one credit each) if he/she has secured

- A minimum of 45% marks in the theory and lab end semester examination.
- A minimum of 50% marks on combining both Continuous Assessment Marks (CAM) and End Semester Examination Marks (ESE).

(iii-b) A student is declared to have successfully passed an embedded course (theory and lab one credit each) if he/she has secured

- A minimum of 45% marks in the lab end semester examination.
- A minimum of 50% marks in the theory Continuous Assessment Marks (CAM).

- A minimum of 50% marks on combining both Continuous Assessment Marks (CAM) and End Semester Examination Marks (ESE).

(iv) For a student who does not meet the minimum passing requirements, the term “U” against the course will be indicated in his/her grade sheet. He/she shall reappear in the subsequent examinations for the course as arrear or re-register for the course when offered in the Summer/Winter track. (Vide clause 6.6.1)

(v) For a student who is absent for end-semester theory / practical / project viva- voce, the term “AB” will be indicated against the corresponding course. He/she shall reappear for the end semester examination of that course as arrear in the subsequent semester or when offered next. (Vide clause 9.10)

(vi) The letter grade “W” will be indicated for the courses for which the student has been granted authorized withdrawal (refer Clause 9.7).

(vii) For all theory / practical / embedded courses from the 3rd attempt onwards, student passes a course if he/she obtains a minimum of 50% in the end semester examination and the continuous assessment marks (CAM) is nullified

(viii) If a student fails in an embedded course, he/she has to reappear for both the theory and lab components

(xi) For mandatory courses (non-credit), the student must satisfy the minimum attendance requirement & passing criteria as specified for the course as detailed in clauses (7.3 & 9.5)

(x) If a student secures a ‘U’ grade in mandatory courses / opens electives / micro credentials, then the student has to re-register and redo the course in the subsequent semesters/ summer / winter tracks

9.6 ARREAR REGISTRATION

- i. If a student obtains a “U” grade (re-appearance grade) in a course, then the student has two options: -

A. The student has to register for the Summer/Winter track, attend the classes, satisfy the minimum attendance requirements, re-earn his/her CAM and then appear for the ESE

(OR)

B. The student can retain the earned CAM during the regular semester and appear for the ESE as Arrear examination

- ii. From third attempt onwards if a student fails to obtain pass marks (CAM + ESE), then the student shall be declared to have passed the examination if he/she secures a minimum of 50% marks prescribed for the end semester exam alone
- iii. Course re-registration requires separate fee payment
- iv. If the student obtains an “F” grade in a mandatory non-credit course, he/she will re-register when it is offered next.
- v. If a student obtains a “U” grade in a professional elective or an open elective, the student may register for the same or any other professional elective or open elective course respectively if and when offered next.
- vi. If a student has completed the 8 semesters and has obtained “U” grade in one or more courses, he can register and appear for arrear examination directly whenever conducted next.
- vii. A student who obtains “U” grade in a course that is evaluated through continuous assessment only, he/she shall re-register for the same in the subsequent semester and redo the course. In this case, the student shall attend the classes and fulfil the attendance requirements and earn continuous assessment marks.
- viii. The student who obtains U' grade in industrial training / internship shall attend the training / internship again and redo the course with the same organization or different organization with the approval of the DCC.

A student has to redo an assessment component as per the following conditions:

- i. If a student obtains a U grade in Capstone Project work, he/she shall do additional work within 45 calendar days from publishing results and appear for a make-up viva voce exam and resubmit the thesis.

- ii. For students who are absent from the Capstone Project viva voce exam and therefore secures a fail grade shall appear for a make-up viva voce exam and submit the thesis.

9.7 PROVISION FOR WITHDRAWAL FROM END SEMESTER EXAMINATION

- i. A student may, for valid reasons, (medically unfit / unexpected family situations / sports / national / international events approved by Principal) be granted permission to withdraw from appearing for the ESE in a course or courses in **ANY ONE** of the semester examinations during the entire duration of the degree programme.
- ii. The application (available on the KCT website) shall be sent to the Controller of Examinations through the Head of the Department, as approved by Principal.
- iii. Withdrawal application shall be valid only if the student is otherwise eligible to write the examination and if it is made either before the commencement of the end semester examination or within TEN working days after the commencement of the end semester examination in that course or courses.
- iv. Notwithstanding the requirement of mandatory TEN working days' notice, applications for withdrawal for special cases under extraordinary conditions will be considered, based on the recommendations of the committee constituted by Principal.
- v. If a student withdraws a course or courses from writing end semester examinations, he/she shall register the same in the subsequent semester and write the end semester examination(s).
- vi. Withdrawal shall not be considered as an appearance for deciding the eligibility of a student for First Class with Distinction. (Refer degree classification table

9.8 MALPRACTICE DURING ASSESSMENTS

Students indulging in any form of malpractice in either assignments, any of the CAM components, the internal examinations, the end semester examinations or Project work are liable for punishment. An enquiry will be conducted by the Malpractice Committee to recommend appropriate punishment, as prescribed by the Office of the Controller of Examinations, from time to time.

9.9 AUTHORISED BREAK OF STUDY

- i. A student is permitted to go on a break of study for a maximum period of one year as a single break during the entire course of study.

- ii. A student shall apply for a break of study, before the commencement of SA I in a particular semester to the Head of the institution through the Head of the Department.
- iii. Notwithstanding the requirement of (ii), applications for break of study for special cases viz., prolonged hospitalization, accidents will be considered on the merit of the case. The student shall apply to the Head of the institution through the Head of the Department.
- iv. The student shall apply to the Head of the institution for re-joining the programme after availing break of study. He/ She will be permitted to re-join the programme after receiving approval from DOTE.
- v. The students permitted to re-join the programme shall be governed by the Curriculum and Regulations in force at the time of re-joining. DCC shall prescribe additional/equivalent courses, if any, to meet the course completion requirements.
- vi. The total period for completion of the programme reckoned from the commencement of the first semester to which the student was admitted shall not exceed the maximum period specified in clause (6.1) irrespective of the period of break of study, in order that the student may be eligible for the award of the degree (Refer clause 14).
- vii. If a student has not reported to the department for a period of one semester without any intimation, the student shall be considered as LONG ABSENT. Such student is required to apply for readmission, as per norms.
- viii. A student in Full Time mode wants to take up start-up / entrepreneurship during the period of study, he/she shall apply for break of study for one year only after getting approval from the Head of the Institution.

9.10 REDOING A COURSE

Redoing a course means reregistering for a course, attending all classes, fulfilling the attendance requirements, earning fresh Continuous Assessment marks and appearing for the End Semester Examinations. A student has to redo a course as per the following conditions:

- i. If a student is prevented from writing end semester examination of any core course due to lack of attendance, the student must register for that course again when offered next and redo the course.
- ii. If a student is prevented from writing the end semester examination of any professional/open elective course due to lack of attendance, the student can opt to

register for the same course again when offered next and redo the course, or he/she can opt to register for a different professional/open elective course when it is offered, attend the classes, fulfil the attendance requirements, secure Continuous Assessment marks and appear for the End Semester Examinations (if applicable).

- iii. For project work if a student fails to secure a pass mark (CAM + ESE), he/she shall do additional work within 45 calendar days from publishing of results and appear for a make-up viva voce exam and resubmit the thesis.
- iv. For students who are absent from the viva voce exam and therefore secures a fail grade shall appear for a make-up viva voce exam and submit the thesis.
- v. For student's who fails to meet the attendance requirements for the Project work and hence fails the course, he has to redo the course when offered next.
- vi. A student who fails in a course that are evaluated through 100% continuous assessment, shall register for the same in the subsequent semester and redo the course. In this case, the student shall attend the classes and fulfil the attendance requirements and earn continuous assessment marks.
- vii. The student who fails in industrial training / internship shall attend the training / internship again and redo the course with the same organization or different organization with the approval of the HOD.

9.11 CREDIT TRANSFER

The credit transfer process ensures a student earns academic credits by successfully completing externally offered courses (NPTEL, Internships, International University courses etc) to be mapped to professional elective, open elective or additional course credits with adherence to institutional guidelines listed below:

9.11.1 NPTEL / SWAYAM COURSES

A student who registers and successfully completes Swayam/NPTEL MOOC and fulfils the passing criteria is eligible for credit transfer

- i. Students may opt for proctored SWAYAM/NPTEL MOOC courses. Departments will publish an approved list of courses for registering in MOOC.
- ii. Successful completion awards credits as follows: 12-week courses receive 3 credits, 8-week courses receive 2 credits, and 4-week courses receive 1 credit.

Table 13: Credit equivalence of NPTEL /Non- NPTEL MOOC courses

S.No	No of weeks	Credits
1	4	1
2	8	2
3	12	3

- iii. Students must register for the SWAYAM/NPTEL final exam and, upon passing, submit a request to the COE via their HODs, accompanied by the course syllabus and completion certificate.
- iv. The HOD will convene a DCC to review the request and recommend credit mapping.

9.11.2 NON-SWAYAM ONLINE MOOC COURSES

- i. Students may opt for courses from approved online platforms (e.g., Coursera, edX, FutureLearn). Departments will publish a list of such approved courses for mapping.
- ii. The duration and credit equivalence are shown in Table x
- iii. CAM weightage will be mapped with course completion grades obtained and End semester examination will be conducted by the institution.

10. LETTER GRADES AND GRADING POLICY

10.1 RELATIVE GRADING

Relative grading will be applicable to only those students who have passed the course (Theory, Embedded, CAM only courses) as per the passing requirements listed in Clause (9.5). The marks of only the students who have passed shall be inputted in the software for relative grading. The software normalizes the results using BOX-COX transformation and computes the grade range for each course separately and awards grade to each student

For relative grading to be done the student strength for the course must be greater than 30. However, if the students' strength is less than or equal to 30 then absolute grading system is adopted for converting marks to grades (table 14).

Also, for laboratory / Project work courses absolute grading will be done.

Relative Grading: For reporting the performance of a candidate, letter grades, each carrying certain number of points, will be awarded as given in **Table14**

Table 14: Relative Grading – Letter Grades

Sl. No.	Letter Grade	Grade Points
1.	O (Outstanding)	10
2.	A+ (Excellent)	9
3.	A (Very Good)	8
4.	B+ (Good)	7
5.	B (Average)	6
6.	C (Satisfactory)	5
7.	U (Reappearance)	0
8.	SA (Reappearance due to Shortage of Attendance)	0
9.	AB (Reappearance due to absence)	0
10.	WD	0
11.	P	0
12.	F	0

10.2 ABSOLUTE GRADING:

For the courses in which absolute grading is done, the performance of a candidate is reported as letter grades, each carrying certain number of points, will be awarded as per the mark range given in table 15, based on the percentage of marks obtained by the candidate in each subject.

A student is deemed to have passed and acquired the corresponding credits in a particular course if he/she obtains any one of the following grades: “O”, “A+”, “A”, “B+”, “B” C”. Reappearance registration is mandatory for that course for which “U”, “AB”, “SA” is obtained. P and F grades are awarded in a course that the student opts to audit. The audit pass (P) grade is awarded if the student meets attendance requirements as for other credit courses and he/she has obtained at least 50% marks in the CAM. If the stipulated requirements are

not fulfilled, the audit fail (F) grade is awarded. The grades obtained in an audit course are not considered in the calculation of SGPA/CGPA.

Table 15: Absolute Grading - Letter Grade and mark range

Sl. No.	Range of percentage of total marks	Letter Grade	Grade Points
1.	91 to 100	O (Outstanding)	10
2.	81 to 90	A+ (Excellent)	9
3.	71 to 80	A (Very Good)	8
4.	61 to 70	B+ (Good)	7
5.	56 to 60	B (Average)	6
6.	50 to 55	C (Satisfactory)	5
7.	<50	U (Reappearance)	0
8.	Shortage of Attendance	SA (Reappearance due to Shortage of Attendance)	0
9.	Absent	AB (Reappearance due to absence)	0
10.	Withdrawal from examination	WD	0
11	Pass in mandatory-non-credit Audit course	P	0
12	Fail in mandatory-non-credit Audit course	F	0

10.3 GRADING FOR NON-CREDITED MANDATORY COURSES

Mandatory Courses are courses that are required to be completed to fulfil the degree requirements (e.g., Indian Constitution). These courses will not be taken into consideration for SGPA / CGPA calculations. Each of these courses is assessed continuously for a total mark of 100 with 50% pass mark. Students who fail to pass this course are required to repeat the course, when offered next.

10.4 GRADE SHEET

After the results are declared, grade sheets will be issued to each student, which will contain the following details:

- i. The College Name and Affiliating University.
- ii. The list of courses registered during the semester and the grades scored.
- iii. The Semester Grade Point Average (SGPA) for the semester.
- iv. The Cumulative Grade Point Average (CGPA) of all courses enrolled from first semester onwards.

On completion of a semester, each student is assigned a Semester Grade Point Average which is computed as below for all courses registered for, by the student during that semester.

$$\text{Semester Grade Point Average} = \frac{\sum(Ci \times GPI)}{\sum Ci}$$

where, **Ci** is the credit for a course in that semester and **GPI** is the Grade Point earned by the student for that course. The **SGPA** is rounded off to two decimals.

The overall performance of a student at any stage of the Degree programme is evaluated by the **Cumulative Grade Point Average (CGPA)** up to that point of time.

$$\text{Cumulative Grade Point Average} = \frac{\sum(Ci \times GPI)}{\sum Ci}$$

where, **Ci** is the credit for each course in each of the completed semesters at that stage and **GPI** is the grade point earned by the student for that course. The **CGPA** is rounded off to two decimals.

11. ELIGIBILITY FOR THE AWARD OF DEGREE

- i. A student shall be declared to be eligible for the award of the B.E. / B.Tech/M.E/M.Tech/MCA. Degree provided the student has

- ii. Successfully gained the required number of total credits as specified in the curriculum corresponding to the students' programme within the stipulated time.
- iii. For B.E. / B.Tech - Successfully completed the course requirements and has passed all the prescribed examinations in all the eight semesters (six semesters for lateral-entry) within a maximum period of 7 years (6 years for lateral-entry) reckoned from the commencement of the first semester to which the candidate was admitted.
- iv. For M.E. / M.Tech/ MCA - Successfully completed the course requirements and has passed all the prescribed examinations in all the four semesters within a maximum period of 4 years for full time reckoned from the commencement of the first semester to which the candidate was admitted.
- v. Successfully passed any additional courses prescribed by the Department concerned whenever readmitted under regulations 2024 (R24) (vide Clause 5.3).
- vi. No disciplinary action pending against him/her.

12. CLASSIFICATION OF DEGREE- B.E/B.Tech

Awarded to the eligible students, shall essentially follow the criteria laid down by the University. Currently followed criteria and classification are given below.

12.1 FIRST CLASS WITH DISTINCTION

A student who satisfies the following conditions shall be declared to have passed the examination in **First Class with Distinction** (refer table 16).

12.2 FIRST CLASS

A student who satisfies the following conditions shall be declared to have passed the examination in **First Class** (refer the table 17).

12.3 SECOND CLASS

Students who pursue B.E./B.Tech. in regular mode or lateral entry mode or B.E./B.Tech. Minor with Specialisation in another discipline and who are not covered in table 16 & table 17, who qualify for the award of the degree (vide Clause 14) shall be declared to have passed the examination in **Second Class**.

Table 16: Classification for the award of the B.E/ B. Tech. degree in First class with Distinction

Degree	Duration of programme	Duration permitted	Additional credits above the requirement of curriculum	CGPA	Pass in	Break of study included in the duration permitted	Prevention to write end semester examination	Withdrawal from writing end semester examination
Regular	4 years	5 years	-	8.50	First attempt	1-year	Not permitted	Will not be considered as an attempt
Lateral Entry	3 years	4 years	-	8.50	First attempt	1-year	Not permitted	Will not be considered as an attempt
Honours	3/4 years (Lateral entry, Regular respectively)	4/5 years (Lateral entry, Regular respectively)	18 credits from any one vertical of same programme	8.50	First attempt	1-year	Not permitted	Will not be considered as an attempt
Minor	3/4 years (Lateral entry, Regular respectively)	4/5 years (Lateral entry, Regular respectively)	18 credits from any one vertical of other programme	8.50	First attempt	1-year	Not permitted	Will not be considered as an attempt

Table 17: Classification for the award of the B.E/ B. Tech. degree with First class

Degree	Duration of programme	Duration permitted	Additional credits above the requirement of curriculum	CGPA	Pass in	Break of study included in the duration permitted	Prevention to write end semester examination	Withdrawal from writing end semester examination
Regular	4 years	5 years	-	6.50	-	1-year	Included in the duration permitted	Will not be considered as an attempt
Lateral Entry	3 years	4 years	-	6.50	-	1-year	Included in the duration permitted	Will not be considered as an attempt
Honours	3/4 years (Lateral entry, Regular respectively)	4/5 years (Lateral entry, Regular respectively)	18 credits from any one vertical of same programme	7.50	First attempt	1-year	Not permitted	Will not be considered as an attempt
Minor	3/4 years (Lateral entry, Regular respectively)	4/5 years (Lateral entry, Regular respectively)	18 credits from any one vertical of other programme	6.50	-	1-year	Included in the duration permitted	Will not be considered as an attempt

13. CLASSIFICATION OF DEGREE- M.E / M.Tech / MCA

13.1 FIRST CLASS WITH DISTINCTION:

A Student who satisfies the following conditions shall be declared to have passed the examination in First class with Distinction:

- i. Should have passed the examination in all the courses of all the four semesters in the student's First Appearance within three years, which includes authorised break of study of one year (if availed). Withdrawal from examination will not be considered as an appearance.
- ii. Should have secured a CGPA of not less than 8.50.
- iii. Should NOT have been prevented from writing end Semester examination due to lack of attendance in any of the courses.

13.2 FIRST CLASS:

A student who satisfies the following conditions shall be declared to have passed the examination in First class:

- i. Should have passed the examination in all the courses of all four semesters within three years, which includes one year of authorized break of study (if availed) or prevention from writing the End Semester Examination due to lack of attendance (if applicable).
- ii. Should have secured a CGPA of not less than 6.50.

13.3 SECOND CLASS:

All other students (not covered in clauses 13.1 and 13.2) who qualify for the award of the degree (vide Clause 14) shall be declared to have passed the examination in Second Class.

A student who is absent in End Semester Examination in a course / project work after having registered for the same shall be considered to have appeared in that examination (except approved withdrawal from end semester examinations as per clause 9.7) for the purpose of classification.

14. AWARD OF DEGREE

The Academic Council of the institution will approve the award of Degree to all eligible students. The degree will be issued by Anna University, Chennai and the consolidated Grade Sheet will be issued by the institution. The consolidated grade sheet will specify any specializations and distinctions that the student has earned during the course of the study.

15. MENTORING AND SUPPORT SYSTEM

15.1 CLASS ADVISOR / FACULTY ADVISOR

The Head of the Department will allot one faculty member to be the Class advisor for a particular class of students throughout their period of study. The roles and responsibilities of Class advisor are as follows:

- i. Shall help the students in planning their courses of study and for general advice on the academic programme including attendance and disciplinary action and to counsel them accordingly along with the respective mentors, DCC, Head of the Department and any other co-ordinators of concern.
- ii. Shall advise the students in registration and reappearance (Arrear) registration of courses, authorize the process, monitor their attendance and progress and counsel them periodically.
- iii. Shall motivate and closely monitor the general performance, motivate and mentor the students.
- iv. Shall inform the students about the various facilities and activities available to enhance the student's curricular, co-curricular activities and extra-curricular activities.
- v. Shall build a strong alumni base for the institution by maintaining a meaningful rapport with students and parents assisting the alumni and PTA co-ordinators.
- vi. Shall maintain all important and appropriate documents, records and database of the students for reference/inspection by all committees through the respective mentors.
- vii. Shall also play the role of Mentor for a set of 20 students (maximum) in the class allotted to him or her.

15.2 MENTOR

To facilitate the students' progress and welfare, the Head of the Department will allocate a fixed number of students to the teaching faculty of the department who shall function as Mentor for them throughout their period of study. Each mentor will have a maximum of 20 students allotted to him/her. The mentors shall co-ordinate with the class advisor in communicating information and circulars. The responsibilities of the mentor are:

- i. Shall advise students in course registration, monitor their attendance and
- ii. academic performance and counsel them periodically.
- iii. Shall advise the mentee about the academic programme and counsel him/her on the number and nature of courses to be registered for in the ensuing semester, considering the academic background and career objectives of the mentee.
- iv. Shall discuss with or inform the parents about the progress of the student concerned.
- v. Shall guide students with arrears during the course registration process in the summer/winter track for pacing the programme.
- vi. Shall maintain an e-Record of each of his/her mentees, which shall contain information about the students' attendance, grades obtained in the End Semester Examinations, Continuous Assessment Tests, achievements if any in Curricular, Co-curricular and Extra-curricular activities, Medical History and disciplinary proceedings if any, taken against the student.
- vii. Shall organize weekly meetings with their mentees in a semester, to keep track of their academic progress, any other updates and to solve grievances any and minute the same in the record.
- viii. In any unique cases identified based on the academics or disciplinary aspects, shall be informed to the concerned hierarchy and counsellor for corrective action.
- ix. Shall organize one meeting with their respective mentees' parents in a semester in co-ordination with the respective committee and the class advisor.

15.3 CLASS COMMITTEE

The Class Committee shall comprise (i) all teachers handling the courses of a particular semester of a branch, (ii) four to six student representatives from the class / section concerned. One of the Senior Faculty Member, preferably not handling any subject to that

class, nominated by the Head of the Department, shall coordinate the proceedings of the Committee. Class Committee Meeting (CCM) shall be conducted class-wise to assess the quality of the academic and non-academic activities (other than Hostel related issues). Class Committee meetings will be conducted as given below and the minutes shall be submitted to the Academic Consultative Committee (ACC). During these meetings, the student members shall interact and express their opinions and suggestions of all the students to improve the teaching-learning process. Minutes of the Meeting shall be published in the Department Notice Boards concerned within 3 days of the meeting.

Table 18: Class Committee Meeting

Meeting 1	Within One week from First instructional Day of the Semester
Meeting 2	One week before SA - 2

15.4 COURSE COMMITTEE

Any common course (theory/lab) offered to more than one section (or division)/programme of study (branch) shall have a Course Committee comprising

(i) all the faculty members teaching the course with (ii) one of them nominated (by DoA) as the Course Coordinator and (iii) one student representative from each section / branch. The Course Committee will ensure preparation of the common question paper and uniformity in assessments and evaluation (SA and ESE), across the sections / branches. Question papers for the semester end examination shall be common and set by the Course Coordinator / external faculty member appointed by the CoE. One faculty / same faculty member shall not be appointed as the Course Coordinator for two consecutive years. The Course Committee should meet at least 3 times in a semester, as given below, and the minutes shall be submitted to the Academic Consultative Committee (ACC). During these meetings, student members shall interact and express the opinions and suggestions of all the students to improve the teaching-learning process. Minutes of the Meeting shall be published in the Department Notice Boards concerned within 3 days of the meeting.

Table 19: Course Committee Meeting

Meeting 1	One week after Subject-Faculty Allocation
Meeting 2	Within One week from First Instructional Day of the Semester
Meeting 3	One week before SA - 2

15.5 PREVENTION OF SEXUAL HARASSMENT (POSH)

POSH Cell is established to ensure a safe and secure working / studying environment for Girls and Women in the University. More information about this cell can be accessed at the following link: <https://www.annauniv.edu/POSH/index.php>

15.6 SC / ST / ICC CELL

A separate cell is functioning in the University to safeguard the rights and privileges of the students, belonging to SC / ST category. This cell also informs the students about the various scholarships and fellowships and encourages them to apply relevant ones. More information about this cell can be accessed at the following link: <https://www.annauniv.edu/scstcell/>

16. DISCIPLINE

Every student is required to maintain discipline and decorous behaviour both inside and outside the college campus and not to indulge in any activity which will tarnish the reputation of the Institution / Department. For any acts of indiscipline, the Head of the Institution shall refer to the disciplinary committee enquiring into the acts of indiscipline and recommend appropriate action. The final decision will be taken based on the recommendations of the disciplinary committee, with the approval of the Head of the Institution.